

NAVSTABREMIINST 1160.1
CCC
6 Oct 99

NAVAL STATION BREMERTON INSTRUCTION 1160.1

From: Commanding Officer, Naval Station Bremerton

Subj: REENLISTMENT CEREMONIES FOR MILITARY PERSONNEL

Ref: (a) SECNAVINST 1650.1F
(b) MILPERSMAN 1160-020

Encl: (1) [Sample Ceremony Schedule of Events](#)
(2) [Sample Naval Station Bremerton Notice 1160](#)
(3) [Reenlistment Ceremony Checklist/Time Schedule](#)

1. Purpose. To establish policy and procedures for military reenlistment ceremonies.

2. Cancellation. This instruction replaces NAVSHIPYDPUGETINST 1630.3D and Base Support Office Instruction 1160.1.

3. Policy. The reenlistment ceremony is a reflection of an individual's commitment and devotion to duty. The Leading Chief Petty Officer and the Department Career Information Team member along with the Command Career Counselor's (CCC) Office should plan the event accordingly. A well planned and executed event is essential. It is the policy of this command that all reenlistees receive recognition for their Naval service and that their dependents be recognized for their devotion and support. The recognition for Naval service should be in the form of an MWR coupon book, special liberty, and a letter from the Commanding Officer. A personal award can be presented at the time of reenlistment, especially if it is at the end of the reenlistees tour, but the award will be based on personal achievements and not "just for reenlisting." All awards will be in accordance with reference (a).

4. Action

a. Service Member. The service member is directly responsible for completing all personal and professional requirements necessary for reenlistment. Additionally, the member must communicate personal desires and oversee the details of the reenlistment ceremony process.

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b. Leading Chief Petty Officer. The Leading Chief Petty Officer will ensure the preparation and submission of all appropriate recommendations for recognition of Naval service.

c. Career Information Team Member. The Career Information Team member will coordinate with the Command Career Counselor's Office in the preparation and execution of the ceremony. Specific duties are delineated in enclosure (1). Samples of various administrative requirements are provided as enclosures (2) and (3).

d. Command Career Counselor's Office. The Command Career Counselor's Office will be assisted by the Career Information Team member in preparing for the ceremony. The Command Career Counselor will verify all administrative and logistical requirements are met to ensure a professional ceremony per reference (b).

/S/

J. A. HOLDEN

DISTRIBUTION:
NAVSTABREMINST 5216.1
Lists I, II, and III

SAMPLE CEREMONY SCHEDULE OF EVENTS

(45 minutes prior to ceremony)

Career Team member/Command Career Counselor: Ensure ceremony area is clean and uncluttered without visual/audio distractions. Arrange chairs and podium. Set up table for certificates.

(30 minutes prior to ceremony)

Service Member and Reenlistment Officer review contract and Oath of Enlistment. Participants muster at ceremony with service member. Assume appropriate positions prior to Reenlistment Officer assuming command.

(2 minutes prior to ceremony)

Reenlistment Officer, (Rank/Rate, Name), assumes command.

Reenlistment Officer:

"Ladies and Gentlemen, Shipmates, and members of our extended Navy family, on behalf of the Commanding Officer, I welcome you to the reenlistment of (rank/rate, name).

- Make positive remarks about service member's work through personal contact or performance evaluations.

AWARDS AND PRESENTATIONS

Reenlistment Officer:

- Invite spouse/dependents to service member's side to receive Appreciation Certificate.
- Read Certificate(s) of Appreciation.
- Present certificate(s).
- Spouse/dependents be seated.
- Present Honorable Discharge to Service Member.

CEREMONY

Reenlistment Officer:

"Ladies and Gentlemen, tradition is a big part of Navy life and from time to time we ask our Sailors to reaffirm their faith and allengence to the difficult jobs and tasks that we do each day. I will now administer the oath to (Rank/Rate/Name)
(SERVICE MEMBER AT ATTENTION.)

(Reenlisting Officer): Administers oath/congratulates member.

(Reenlisting Officer): Presents reenlistment certificate.

(Reenlisting Officer/Service Member): Sign service contract.

- Invite reenlistee to speak.

- Reenlisting officer present special liberty chit to service member.

CLOSING OF CEREMONY

Reenlistment Officer:

"Ladies and Gentlemen, this concludes today's reenlistment ceremony. You are cordially invited to a (type of reception), which will be held at (location/time).

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SAMPLE NAVSTABREM NOTICE 1160

Canc: (Month/Year

NAVSTABREMNOTE 1160
Code 06

Naval Station Bremerton NOTICE 1160

From: Commanding Officer, Naval Station Bremerton

Subj: REENLISTMENT CEREMONY ICO (RATE/RANK, NAME)

Encl: (1) Sample Ceremony Schedule of Events

1. Purpose. To announce and assign responsibilities in conjunction with (Rate/Rank, Name) Reenlistment ceremony.

2. Information. A reenlistment ceremony will be conducted at (Location), on (Date), at (Time).

a. The ceremony will commence at (Time). Guests should be seated at (Time).

b. Uniform:

(1) Ceremony Participants: (Uniform Description).

(2) Guests: (Uniform and Civilian Attire Description).

c. Enclosure (1) is a sample Ceremony Schedule of Events.

d. Family members and friends are cordially invited to attend as guests.

E. A reception at (Location) will immediately follow the ceremony.

3. Reenlistment Officer: (Rank,Name) will reenlist Rank/Rate/Name.

4. Action. (Rate/Rank,Name), the Code Career Information Team member, in conjunction with the Command Career Counselor's Office, will coordinate all details of the ceremony and reception.

(Signing Authority)

Distribution:
(Appropriate Codes)

Enclosure (2)

REENLISTMENT CEREMONY PROCEDURE
CHECKLIST/TIME SCHEDULE

(All times are prior to ceremony unless noted otherwise)

<u>TIME</u>	<u>EVENT</u>	<u>RESPONSIBLE</u>
45 DAYS:		
_____	1. Submit SRB/reenlistment request.	Member
_____	2. Ensure award recommendation submitted per reference (a).	Div. Head
30 DAYS:		
_____	1. Complete reenlistment intention worksheet.	Member
_____	2. Schedule/complete medical/dental examinations.	Member
_____	3. Submit discharge/reenlistment/special liberty and spouse/dependent appreciation certificates.	CCC
_____	4. Establish date, time, and location of ceremony.	Member
_____	5. Arrange inclement weather alternate sites.	CCC
_____	6. Select uniform to be worn by participants and guests.	Member
_____	7. Arrange photo coverage.	CCC
_____	8. Contact and schedule reenlisting officer.	CCC
_____	9. Reserve location for reception.	CCC
_____	10. Assign and notify participants and e-mail all concerned.	CCC
15 DAYS		
_____	1. Confirm reenlistment date With PSD.	CCC
_____	2. Confirm completion of discharge/appreciation certificates.	CCC
_____	3. Submit Plan of the Day note.	CCC
_____	4. Submit information for marquee message.	CCC

7 DAYS:

- | | | |
|-------|--|-----|
| _____ | 1. Ensure all reenlistment paperwork complete. | CCC |
| _____ | 2. Frame all certificates. | CCC |

3 DAYS:

- | | | |
|-------|---|-----|
| _____ | 1. Pick up contract at PSD and review for accuracy. | CCC |
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DAY OF CEREMONY

45 MINUTES (prior):

- | | | |
|-------|---|----------|
| _____ | 1. Set up refreshments/ensure reception is ready. | CIT Mem. |
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30 MINUTES (prior):

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|-------|-------------------------------|----------|
| _____ | 1. Muster ceremony personnel. | CIT Mem. |
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AFTER CEREMONY:

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|-------|-----------------------------|----------------|
| _____ | 1. Clean-up reception area. | CIT Mem
CCC |
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